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28 November 1951

MINUTES OF 9th CAREER SERVICE COMMITTEE MEETING

26 November 1951 - 4:00 P.M.

Present: F. Trubee Davison - AD/Personnel
Matthew Baird - Director of Training

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1. The minutes of the 8th meeting, having been distributed too late for consideration by the members of the Committee, were tabled for approval at the next meeting.

2. No action was taken on the Statement of Personnel Policy.

3. The questionnaire on the Extension Training Requirements proposed by the Extension Training Working Group was considered. The Committee feels that the Working Group on Extension Training has gone far enough in its mission of surveying the types of extra-CIA training that are required, and that dissemination of the proposed questionnaire might conflict with related work presently being undertaken by O/TR. The designation of particular types of training and facilities can best be worked out between O/TR and the using Offices. The list already prepared will be valuable for this purpose. The Committee desires that the Working Group now direct its attention to the mechanics of

- (1) Selecting individuals from the Agency for such training.
- (2) Devising a means of making them available from their regular jobs.

In other words, who (i.e. from what offices) is to receive extension training, and how many; how are these individuals to be selected; should T/O slots be set up for trainees while undergoing training, and if so, how many and on whose T/O; who does the work of the trainee in his absence; does the trainee return to the same job upon completion of the training period, or to a better job; etc. Close liaison between the chairmen of the Working Groups on Rotation and on Extension Training should be maintained in dealing with these problems. The Working Group should consider the problem, what training should be offered in CIA, and what outside. It may consider its mandate broadened to consider training in general as it relates to this problem. The question, whether particular training objectives can best be accomplished on the job, or through seminars or courses should be discussed.

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4. The proposed revision of the directive to the Extension Training Working Group was discussed and no action was taken at this time.

5. The plans of the Employee Rating Working Group and a questionnaire on criteria for Employee Rating and Evaluation to be addressed to the Assistant Directors and Office Heads was discussed. The Committee reaffirmed its decision taken at the 5th meeting on 30 October 1951 which was as follows:

"The Working Group was expected to make recommendations, if possible, without placing unnecessary burden on the various offices for supplying data and opinion. This was especially true in the present case since surveys of the offices had been made by the Training Division prior to the issuance of the '17 August Program....'. The Committee further felt that if the Employee Rating Working Group did not have a sufficiently representative membership to make such recommendations, the composition of the Group should be expanded."

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Since that time, the Working Group has been strengthened by the addition of OSO representative. The Committee agreed to consider the questionnaire, if presented, but did not agree, at this time, to clearing it for circulation to the Assistant Directors. There was discussion of the relationship of job families to the problem of employee evaluation and to the necessity for evaluating or rating all Agency personnel.

6. The Executive Secretary stated that the Senior Review Committee was scheduled to meet on Friday, 30 November at 10:00 A.M. to implement the recommendation of the Career Service Committee with respect to Hazardous Duty Pay.

7. The paper, "OPC's Position With Respect to Rotation of Personnel between the Covert and Overt Offices in the CIA Career Development Program", dated 19 October 1951 had become available to the Committee only just before the present meeting. The Committee considered the paper and referred it to the Rotation Working Group for study and further consideration, especially with respect to the current integration of OPC and OSO activities.

8. The Committee considered the question raised by the Selection Criteria Working Group, "Should there be one or two Career Service Programs (i.e. separate systems for the Overt and Covert Offices)". This question had been discussed in all the other Working Groups, although the others had not formally raised the question. The need for variation and for meeting unique requirements of the several offices in a Career Service Program was recognized. However, this requirement for flexibility was not deemed relevant to the question of whether there should be separate Career Service Programs for the Overt and for the Covert Offices. The Committee, therefore, agreed that there should be a single CIA Career Service Program with the necessary flexibility and variation to meet the requirements of the several components of CIA.

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25X1A9A 9. The Committee agreed to the following changes in the personnel
25X1A9A of the Trainee Working Group. [] Personnel, vice for
25X1A9A [] Personnel. General Davison will ask the Assistant
25X1A9A Director/OSI if [] can serve on this Working Group.
25X1A9A [] will ask the Assistant Director/OO for an alternate or
25X1A9A replacement for [] who is ill. The possibility of asking ONE
25X1A9A to nominate [] and OPC to nominate a representative was
discussed.

10. The Committee considered the report of the Chairman of the Selection Criteria Working Group, "Informal Meeting of Working Group Chairmen", dated 23 November 1951, and approved the recommendations of the Working Group Chairmen with minor modifications to be expressed in a memorandum from the Chairman of the Career Service Committee to the Chairman of the Selection Criteria Working Group (copies to be distributed to members of the Committee).

11. It was agreed that the next meeting of the Committee will be held on Monday, 3 December 1951, at 4:00 P.M. in Room 115, North Building.

12. The meeting adjourned at 5:00 P.M.

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Executive Secretary

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